

Infant to Toddler Room Transition Policy and Process Plan

The infant to toddler transition plan has been created to gradually help your child get ready for the toddler classroom. The transition plan will start around 9 months old and will complete around their first birthday. The classroom teacher and the leadership team will identify when an infant is eligible to transition into the toddler room based on the following milestones:

- The child has had their first birthday
- The child no longer needs a bottle during child care hours
- The child can drink water and milk from a sippy cup
- The child is able to pull up, cruise while holding on, and/ or walking
- The child is able to only take 1 nap per day
- The child is able to sit at the table and self-feed solids food
- The child is able to sleep on a mat for a nap
- The child is able to not have a pacifier or security item except for naptime
- The child has met their CDC milestones

We understand your child may have not met all the milestones listed above and it is not necessary for all to be met to transition to the toddler classroom. Our toddler classroom teachers will use this list as a guide for continued developmental achievements in the toddler room.

Transition Plan Timeframe:

- **6-8 months:**
 - ❖ introduce sippy cups with water
 - ❖ introduce pureed foods and next stage pouches
 - ❖ introduce finger foods when the child is ready (plain Cheerios, puffs, teething wafers, etc.)
- **9-10 months:**
 - ❖ introduce and gradually implement toddler room schedule
 - ❖ encourage eating mostly finger foods
 - ❖ introduce spoons at mealtime
 - ❖ promote self-feeding
 - ❖ introducing more complex finger foods (rice, beans, mango, blueberries, avocado, pasta, etc.)
 - ❖ encourage drinking with sippy cups with water
 - ❖ weaning child to no longer use sleep sack
 - ❖ encourage less pacifier use
- **11-12 months:**
 - ❖ promote feeding themselves
 - ❖ introduce forks at mealtime
 - ❖ promote wearing shoes if standing/walking/outside play
 - ❖ introduce sleeping on mat at naptime

- ❖ reduce naps to one a day
- ❖ drinking water and milk in a sippy cup
- ❖ visit the toddler room multiple times and at different times of day
- ❖ schedule a parent meeting with toddler classroom teachers

Transition Process:

1. The leadership team will email the infant's parents the transition policy and set a projected date to move up to the toddler room.
2. The leadership team will communicate to the infant and toddler teaching teams about this transition plan.
3. The infant teaching team will work with the infant on meeting milestones needed for the toddler classroom and will help ease the transition to the toddler room.
4. When the infant is officially ready to move to the toddler room, the leadership team will email the infant's parents and the office manager to confirm the exact transition date for administrative and tuition purposes and to schedule a meeting with the child's new toddler classroom teachers.

Items Needed To Help With The Transition Process:

1. The child will need a sippy cup or a straw cup (no bottles with handles.)
2. The child will need a lunch container with a lunch box and ice pack (Bento boxes are perfect.)
3. The child will need real shoes, no crib/soft shoes. Wearing the same shoes to school each day helps greatly when learning to walk well at school.
4. The child will need real food, not just pouches and purees.
5. The child will need a 2-inch nap mat, fitted crib sheet, and lightweight blanket for nap time.

Things parents can work on at home to help in the transition process:

- Encourage napping during school scheduled nap time
- Encourage pacifier use only at nap time
- Offering utensils at mealtime
- Offering meals at home in bento box that they send to school
- Encourage water and milk in a sippy cup
- Encourage the child to self-soothe
- Self-feeding at mealtime, using foods cut per BFA parent handbook guidelines
- Eating breakfast and lunch during school scheduled mealtimes
- Wearing shoes at home
- Transitioning away from co-sleeping
- 1 long nap instead of multiple short naps
- Weaning off of formula and warmed bottles at 12 months
- Sitting in a toddler chair without sliding out of it